



RECORDS MANAGEMENT ADVICE

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Basics of Records Management: **Managing Your Records**

Purpose: Provide guidance to state government employees on how to properly manage the records within their agency.

Title 5 §95 requires that all state government records be covered by retention schedules. This includes records that never leave the creating agency's custody. A records schedule describes agency records, establishes a period for their retention by the agency, and provides mandatory instructions for what to do with them when they are no longer needed for current government business.

Retention schedules for digital records work the same way as for paper, microfilm, and other "traditional format" records. The most important principle to remember is this: **Content, not format, determines retention.**

General Record Schedules

General Record Schedules are issued by the Maine State Archives to provide retention and disposition standards for records common to several or all State agencies. The purpose of the Records Management Division is to offer guidance for the creation, utilization, filing, maintenance, storage and final disposition of State records. One way we help to do this is through the General Schedules. Before an agency schedule is created, be sure a General Schedule does not already exist.

Agency Record Schedules

Agency Record Schedules are those created because of unique programs or activities within your agency. They should be reviewed annually and updated as necessary by your Records Officer. Any schedules and amendments must be approved by the Maine State Archives. Click on the link to find out more about your agency record schedules.

Additional advice regarding the management of public records is available at
<http://www.maine.gov/sos/arc/records/state/statetraining.html>

"The right record, to the right person, at the right time, at the lowest possible cost"